

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Department of Education Office of Vocational Education Division of Vocational Instruction Application Number Date Received Date Completed Consumer & Homemaking Education Unit JUN 2 3 1982 JUN 1 4 1982 2. Person to Contact Working Title Telephone Number Frances King State Supervisor 656-2545 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 81-256 Check One:
Change;
Supercede;
Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Latest 1976 To Date Consumer and Homemaking Education School System Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? No Change 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: No Change File is arranged: 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; ___; Shelves _ ____; Other (specify) _

(Over)

YES NO 10. Questio	nnaire (Place an "	X" in the proper co	lumn)									
e f	a. Is this the official copy of the series?											
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.											
c. Is this a	vital record?											
	d. Does this series have historical or long term research value?											
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these											
	documents be scheduled separately? f. is the information contained in this series ever published? If yes, attach copy.											
	2		nalyzed and/or recorded in a summarized re									
If_yes, a	attach copy.		Control (14) Control (15) Contr									
		series in your office	e, or in another office or agency?									
If yes, y		ion of it) regularly r	microfilmed?									
	e record series result											
11. Retention Requiren	nents T	he following require	es the series to be kept:	** 								
a. State Law			d. Audit period	Waste								
b. Statute of limita		years.	e. Administrative need	years.								
c. Federal law		years.	f. Federal retention instructions	years.								
	eres y and the end	en e		Å								
Attach copy or exc	ert of laws or régulation	ons. Explain admin	istrative need.									
•												
12. Approved Disposition	on instructions Ti		ends that the file series be cut off at the end	of each:								
•				then,								
·		Calendar Year; 🗷	Fiscal Year; Other	then,								
X Hold in the curr				then,								
☑ Hold in the curre ☑ Transfer to local	ent files area	month(s)	year(s); then	(rieii,								
☐ Transfer to local		month(s) year(s);	year(s); then	men,								
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Attention: Scheduling					
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education	Application Number			
	Office of Vocational Education	81-256			
Application Number	Division of Vocational Instruction	Date Received Date Completed			
	Consumer & Homemaking Education Unit	APR 2 2 1981 MAY 4 1981			
2. Person to Contact	Atlanta, Georgia Working Title	Telephone Number			
Frances King	State Supervisor	656–2545			
3. Action Requested					
·	Schedule; record will continue to accumulate.				
	ccumulation; no further accumulation anticipated.				
c. Amend Application 4. Dates of Series	No Check One: ☐ Change; ☐ Superconstant Series Title (followed by title used in office; if				
Earliest Latest	1 . Records Series Title (ronowed by true asea in ornice, in	unterenty			
1976 To Date	Consumer & Homemaking Education School	System Files			
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6. Division and Office Functio					
	ational Instruction is responsible for dev				
	ion at the secondary and postsecondary lev				
	State Plan for Vocational Education; devel				
	elating to instructional areas; providing				
	s involving all phases of the instructions				
	school systems' vocational programs; revi				
	stems' voactional facilities; reviewing re				
	equipment; reviewing vocational education				
	e and in-service training programs; and su	ipervising vocational student			
organizations at the	e state level.				
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	i				
7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	numbers and titles, if any):			
	onitoring the activities of the Consumer a t the secondary and postsecondary level in	-			
Included are:	m of Work (DE Form 0162); reference copy o				
riogia		of on-cite vecetional evalua-			
tion (record copy covered by schedule #81-107);	Consumer and Homemaking			
Educat	record copy covered by schedule #81-107); ion follow-up of on-site vocational evalua	Consumer and Homemaking ation; in-service information			
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File is arranged: chrono 8. Monthly Reference Rate One to six months old twenty-five months and old 9. Annual Rate of Accumulation	record copy covered by schedule #81-107); ion follow-up of on-site vocational evaluation of the school systems; and related corresponds to school systems; and related corresponds to school systems; and related corresponds to school systems; thereunder by some series are records referred to which are: ; Seven to twelve months old; Thirteen the records referred to school series are records records records records records records record	Consumer and Homemaking ation; in-service information spondence. chool system.			

(Over)

										
YES NO	10. Questionnaire	(Place an "X"	in the proper co	lumn)						
	a. Is this the official copy of the series?									
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[[b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
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X	c. Is this a vital r	ecord?	<u> </u>		·					
	d. Does this serie	s have historical o	r long term rese	arch value?	· 	i				
	e. When one or to	wo documents in	the file make it	necessary to	keep the entire file for a	long period, could t	hese			
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12. App	roved Disposition Inst	ructions This	agency recomm	ends that th	e file series be cut off at	he end of each:				
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Recomm	endations in para-	<u>/</u>		31	are necorus Committee	(Signature)	Date			
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